

PERMIT NO. _____

**CITY OF CHATTANOOGA
APPLICATION FOR SPECIAL EVENT PERMIT**

NAME OF EVENT _____

SPONSORING ORGANIZATION _____

CONTACT PERSON _____ DAYTIME PHONE _____

MAILING ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ FAX _____

EMAIL ADDRESS _____

SPONSOR REPRESENTATIVE RESPONSIBLE FOR INSTALLATION AND REMOVAL OF TRAFFIC CONTROL
DEVICES FOR EVENT _____

NUMBER OF EXPECTED PARTICIPANTS _____ WILL ELECTRICAL POWER BE USED? _____

DATE(S) OF EVENT _____ TIME(S) OF EVENT _____

DESCRIPTION OF PROPOSED STREET CLOSURE/ROUTE _____

THIS APPLICATION SHALL BE

- Accompanied by a sketch plan showing location of street(s) or portions of streets to be closed
- Accompanied by a \$25 application fee (fee is non-refundable if event is cancelled)
- Submitted no more than a maximum of 365 days but a minimum of 90 days prior to event (only exception is for block parties outside the central business district, for which minimum is 30 days)

The contact person shall confer with the Special Events Coordinator of the Chattanooga Police Department, Sgt. Jeffrey Clarke, at (423) 643-5270 regarding traffic control for the event, as soon as possible after approval of the permit.

The sponsor shall be responsible for reimbursing the City of Chattanooga for any lost, damaged, or stolen traffic cones which have been provided by the city.

I am aware of the requirements for this permit and agree to adhere to the provisions of the City of Chattanooga's Special Events Ordinance Number 9950.

APPLICANT SIGNATURE _____ DATE _____

APPROVED

DISAPPROVED; REASON _____

SIGNED _____ DATE _____

Return To: City Traffic Engineer, 3rd Floor, Development Resource Center, 1250 Market Street,
Suite 3030, Chattanooga, TN 37402, (423) 643-5950